

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Services Division

DATE: 14 December 1953

FROM : Chief, Machine Records Branch

SUBJECT: Comments upon Plan to Record DD/P Group on IBM Cards

REFERENCE: Memo dtd 5 December 1953, fr Chief, Research Branch, Personnel Office,  
to Chief, General Services Office

Paragraph 2 (c), Responsibility for Control and Use of IBM Card Data, indicated that this responsibility, which at present is under the control of the Classification and Wage Division (C & W), will become the responsibility of Research Branch.

This memorandum concerned only T/O's for DD/P Group, and if this proposal is agreed upon the responsibility of T/O's control will be divided. All T/O's, other than the DD/P Group, will remain the responsibility of the C & W Division; the DD/P Group will be under the Research Branch. We feel that this divided control of T/O's will bring about problems that will affect Machine Records Branch by hindering T/O schedules and the furnishing of C & W reports and statistics on T/O's.

We have been advised by C & W Division that they were unaware of this proposal. When [REDACTED] Chief of C & W Division, called [REDACTED] Acting Chief of Personnel, about this memo; [REDACTED] said that thought this matter had been coordinated within the Personnel Office before being presented for his signature. At this time, we have not been advised whether or not this matter has been coordinated by the concerned components within the Personnel Office.

25X1A9a  
25X1A9a

25X1A9a

MRB/TGK:mt (14 December 1953)

25X1A9a

GENERAL SERVICES  
OFFICE OF THE CHIEF

DEC 14 4 31 PM '53

RECEIVED

12/28/53

*Discussed with [REDACTED] Personnel Office, 12/22/53. He advised that this was an internal problem that they would control & be responsible for the necessary coordination in the Personnel Office. Concurrence forwarded to Personnel Office.*

RETURN TO

MACHINE RECORDS SERVICES DIVISION  
CENTRAL SERVICES OFFICE

Work Load

	<u>November, 1952</u>	<u>November, 1953</u>
Calculating	11,240	92,220
Sorting	8,321,840	13,391,648
Collating	3,703,880	7,017,779
Reproducing	766,050	1,113,184
Tabulating	1,959,670	3,743,650
Interpreting	317,330	418,809
Punching	77,360	104,873
Verifying		77,598
Total -	15,157,370	25,959,761

RECEIVED  
FEB 11 1953

T.K.  
12/21/53